

How to Create a Ning Network

<http://www.ning.com>



[Liz B. Davis](#) ~ May 11, 2008



1. Sign up for a Ning Account (part 1)



2. Sign up for a Ning account (part 2)

Fill in your email address (this will be your log in ID)

Students should use their first name only

Choose a password

Copy the letters that you see.

Click to sign up when you are done

Get a Ning ID Account

Already have an account? [Sign in here.](#)

Email Address

Name

Password

Retype Password

Type the Code on the Right

Sign Up By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#).

[Problems signing up?](#)

3. Create your network

Click here to add a picture and edit your profile

Click here when you are done

Elizabeth Davis

[Edit Ning Profile](#)

[Sign Out](#)

Get Your Own Social Network!

Ning is the only online service where you can create, customize, and share your own Social Network for free in seconds.

Name Your Social Network:

Pick a Web Address:

.ning.com

Create Your Network!

5. Add your network information

All of this information, including the privacy level, can be changed at any time.

Welcome to Your Social Network!

Network Name:

Privacy: ☒ Public – Anybody can see or join it
☐ Private – Only invited people can join and see it

Tagline:
Appears in the header of your network

Description:
Appears in emails and elsewhere

Keywords:
Separate each keyword with a comma

Language:

Set Network Icon:
Upload a photo (GIF, JPG or PNG), which will be resized to a square. It may take a few minutes for this photo to appear.

Buttons: < Back, Next >

Choose the privacy level for your network.

Add information about your network here.

Networks can be created in a variety of languages.

You can add an image for your network if you have one

Click Next when you are done.

6. Add features to your network

Add Features to Your Network

Organize your main page by dragging in features from the list below, then arranging them any way you'd like. Click [Skip This Step](#) to continue with the default layout and features.

Features

- Notes
- Events
- Text Box
- Forum
- Gadgets (Beta)
- Groups
- Music
- RSS
- Photos
- Blog
- Videos

Layout

21st Century Tools for Learning

Layout preview showing Description, Latest Activity, Members, and a sidebar with Hello, Username, Ads, Created By, and Get Badges.

Drag Here to Remove Feature

Choose the features that you want and drag them to the Layout.

Remove features by dragging them from the Layout to this box.

Click Next when you are done.

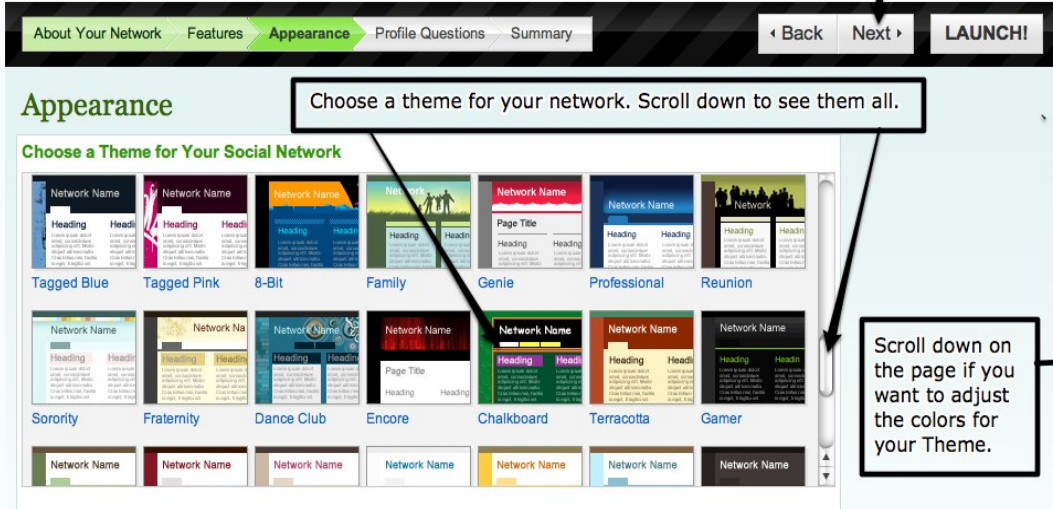
< Back Next >

7. Choose a theme for your network.

Click Next to edit the profile questions for your network.

Choose a theme for your network. Scroll down to see them all.

Scroll down on the page if you want to adjust the colors for your Theme.



8. Edit the profile questions.

Profile Questions

Edit the default Profile Questions.

What questions would you like your members to answer when they join your network? You can re-order the questions below. Simply click on the question and drag it to where you want it to appear.

If you select "Required," members will have to answer the question to join. If you select "Private," the answer will only be visible to you and other administrators.

Highlight and delete the default question write in your own questions.

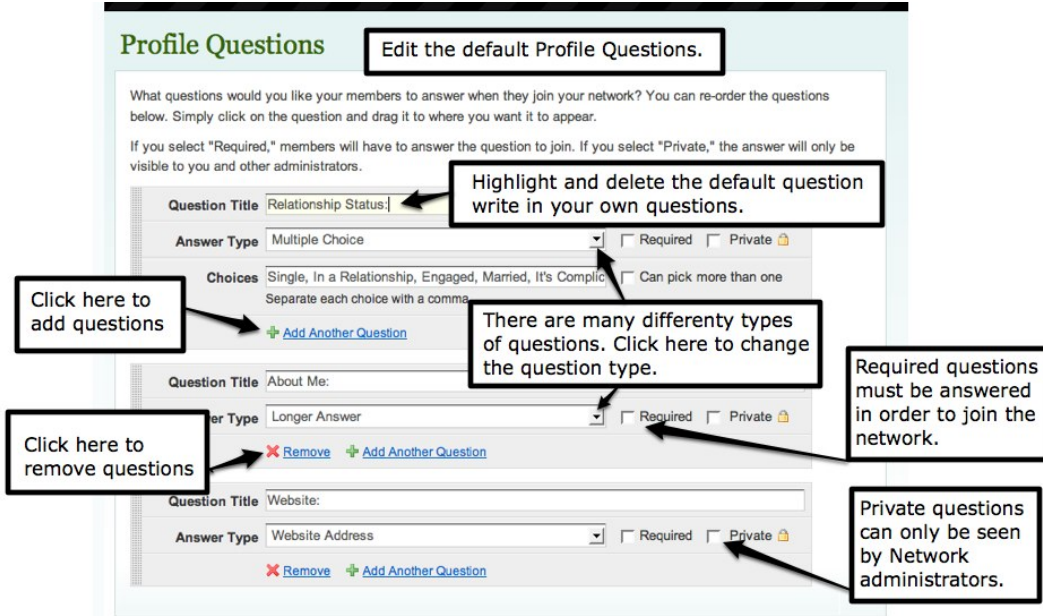
Click here to add questions

There are many different types of questions. Click here to change the question type.

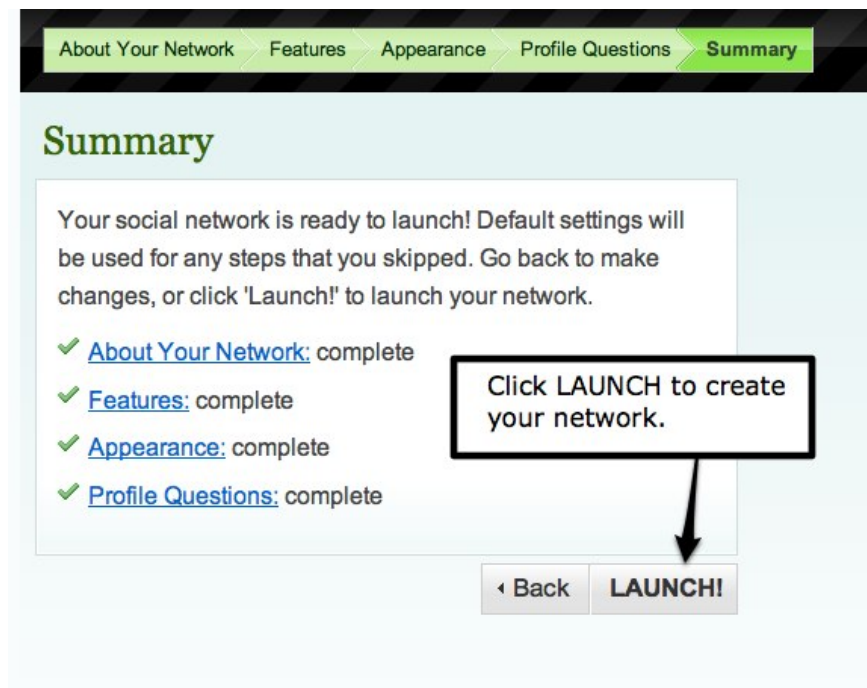
Click here to remove questions

Required questions must be answered in order to join the network.

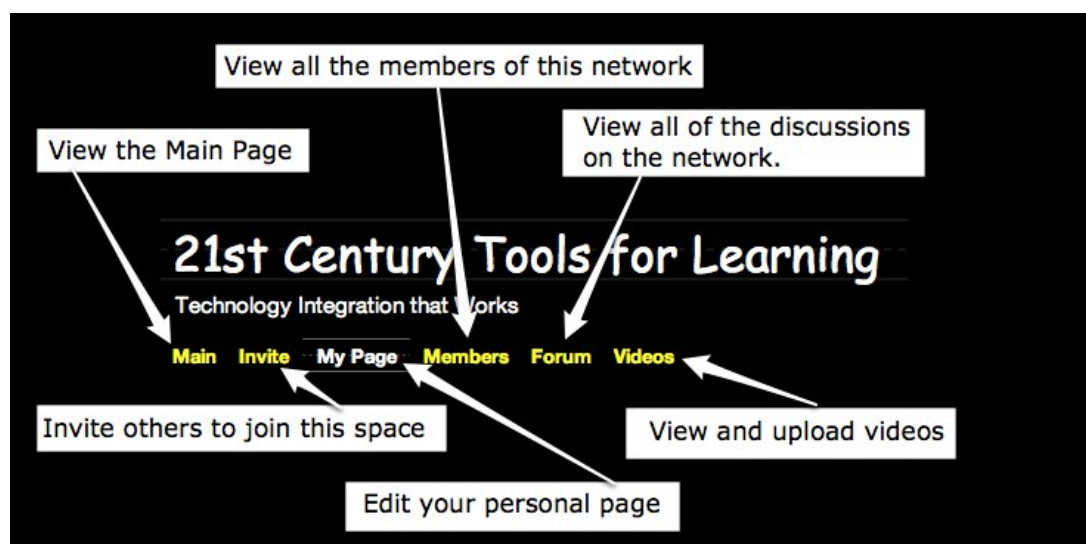
Private questions can only be seen by Network administrators.



9. Launch your network.



10. What you can do on ning.



11. Start a discussion

Forum Home My Discussions

Start a New Discussion

Discussion Title: Title your discussion

Post:

B **I** **U**

You can work on your document anywhere you have an Internet connection. Two people can simultaneously work on the same document. You can easily publish any document to the Web.

Using ``these directions ``(created using Google Docs), try Google Documents.

After you have tried it, let us know what you think.
Consider these questions:

Enter you question, you can add links and images.

Tags: Add a tag to categorize your discussion.

Attach File(s): Upload a file or document with your discussion question

Click here to post your discussion question


11. Personalize your page.

You can personalize your own page with pictures, text, video and other widgets.

My Page My Friends My Blog Invite Friends

My Page

Click here to add a blog post



Elizabeth Davis
40, Female
United States
Change [My Photo](#) or [Theme](#)
[Share](#)

Latest Activity Edit

You started 2 new forum discussions. [View your discussions](#) ×
7 minutes ago

ANNOUNCEMENT ×
21st Century Tools for Learning now has [videos](#) 6 hours ago

[RSS](#) Privacy

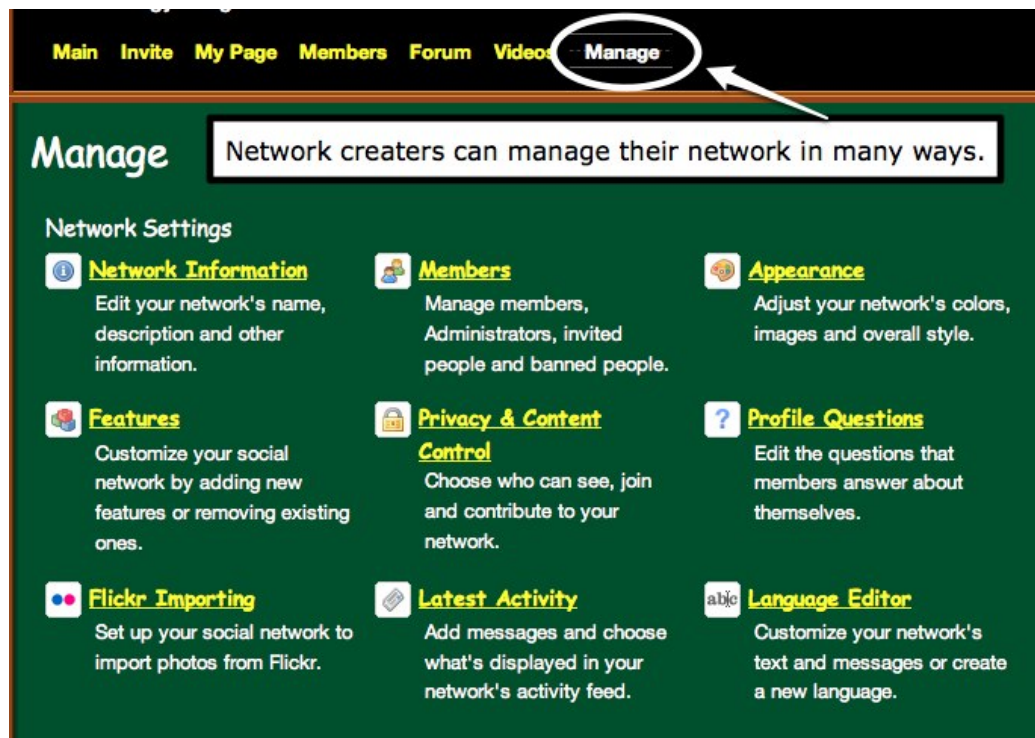
Profile Edit

What grade level and or subject do you teach?
9-12 TV/Video and Instructional Technology

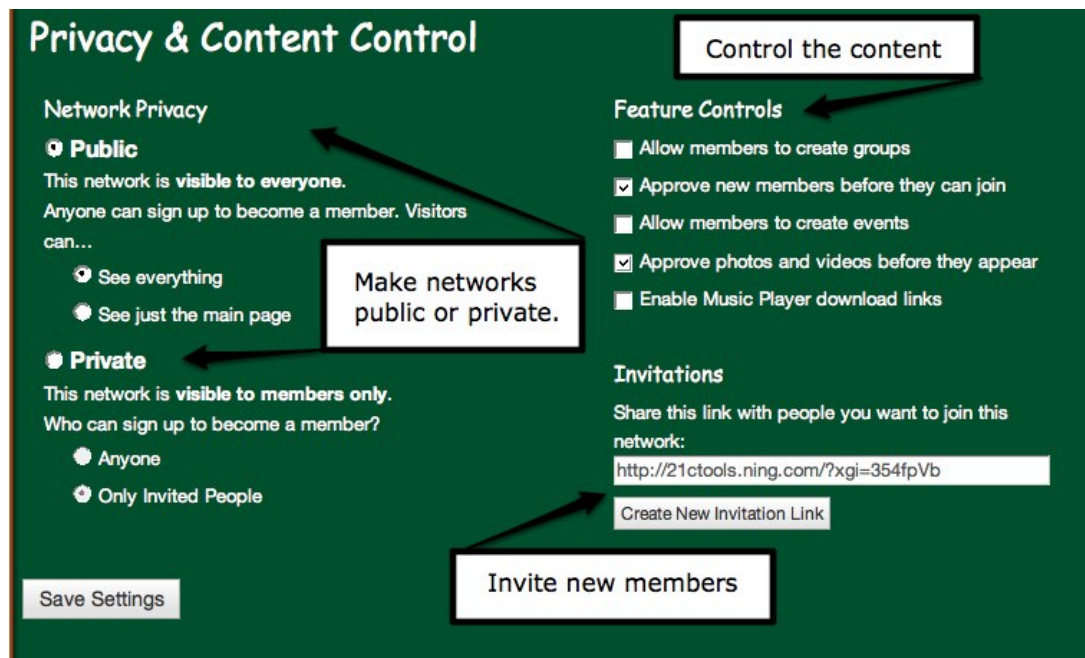
Where do you teach?
Wellesley High School, Wellesley, MA

Describe your comfort level with technology
Very comfortable

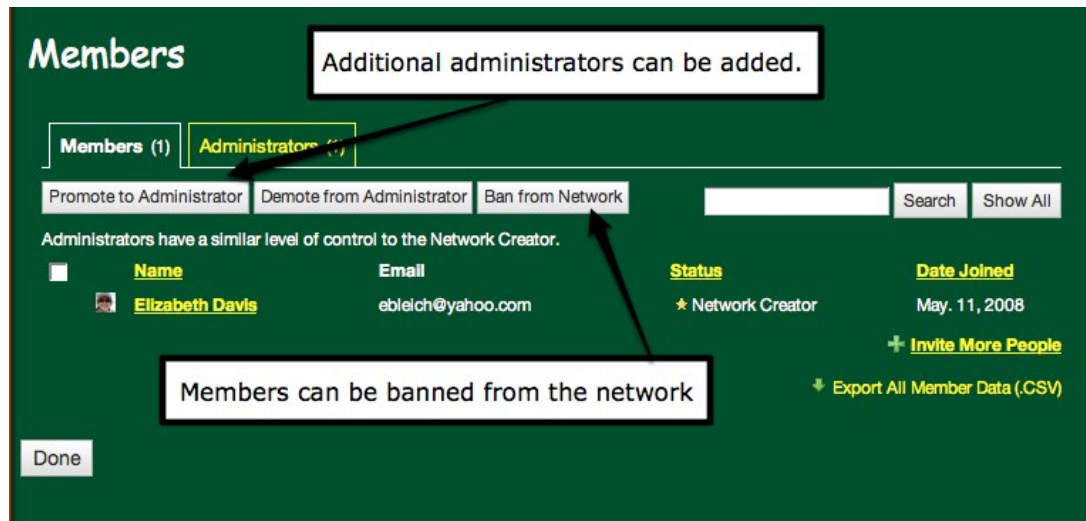
11. Manage your network



11. Change privacy settings.



11. Manage your members:



16. Ning Resources for educators

- Directions for how to remove ads on educator networks: <http://tinyurl.com/22cwdc>
- Network for learning about Web 2.0 tools: <http://www.classroom20.com/>
- Network for people using ning in education: <http://education.ning.com/>